

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)						1. DATE OF REQUEST (YYYYMMDD) 20030102	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) Hughes, Elroy A.			3. SOCIAL SECURITY NUMBER 123-45-6789		4. POSITION TITLE AND GRADE/RATING Info Sys Supervisor/E7/SFC		
5. LOCATION OF PERMANENT DUTY STATION (PDS) Fort Hood, TX				6. ORGANIZATIONAL ELEMENT 142 Sig Bn		7. DUTY PHONE NUMBER (Include Area Code) (804) 555-5555	
8. TYPE OF ORDERS TDY-MTSS		9. TDY PURPOSE (See JTR, Appendix H) ANCOC		10a. APPROX. NO. OF TDY DAYS (Including travel time) 101		b. PROCEED DATE (YYYYMMDD) 20030214	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED Fort Hood, TX to Fort Gordon, GA and return to Fort Hood, TX.							
12. TRANSPORTATION MODE							
a. COMMERCIAL				b. GOVERNMENT		c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL TAXI OTHER
						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							
13. <input type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		d. TOTAL \$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) USE PARA A, B, & C AS APPLICABLE. A. For all AIT Reclass/AOT Students: GOVERNMENT QUARTERS ARE DIRECTED AT NO COST TO STUDENT. GOVERNMENT DEDUCTIBLE MEALS ARE DIRECTED AT NO COST TO THE STUDENT. SOLDIER WILL REPORT TO HQ, 15TH SIGNAL BDE FOR IN PROCESSING AND PERMANENT PARTY (BARRACKS) HOUSING. SOLDIER WILL PROVIDE A COPY OF THEIR ORDERS AT IN PROCESSING. A MAXIMUM OF \$42 A WEEK FOR TAXI FARES WILL BE AUTHORIZED ON THE TRAVEL ORDER FOR STUDENTS THAT ARE NOT AUTHORIZED A POV. SOLDIER IS DIRECTED TO KEEP A DAILY ITEMIZED LIST OF EXPENSES INCURRED FOR TAXIS. EARLY REPORT TO TRAINING SITE IS NOT AUTHORIZED. TRAVEL VOUCHER WILL BE SUBMITTED WITHIN 5 DAYS FOLLOWING COMPLETION OF TRAVEL. B. All other students: GOVERNMENT QUARTERS ARE DIRECTED AT NO COST TO STUDENT. ALL STUDENTS EXCEPT BNCOC WILL REPORT TO BLDG 250, GRIFFITH HALL FOR ROOM ASSIGNMENT. ALL BNCOC STUDENTS WILL REPORT TO BLDG 24402 FOR PERMANENT PARTY (BARRACKS) HOUSING. GOVERNMENT DEDUCTIBLE MEALS ARE DIRECTED ON WEEKDAYS AT NO COST TO STUDENT. SOLDIER IS AUTHORIZED FULL LOCALITY MEAL RATE FOR WEEKENDS AND FEDERAL HOLIDAYS. A MAXIMUM OF \$42 A WEEK FOR TAXI FARES WILL BE AUTHORIZED ON THE TRAVEL ORDER FOR STUDENTS THAT ARE NOT AUTHORIZED A POV. SOLDIER IS DIRECTED TO KEEP A DAILY ITEMIZED LIST OF EXPENSES INCURRED FOR TAXIS. EARLY REPORT TO TRAINING SITE IS NOT AUTHORIZED EXCEPT FOR OFFICER ACCESSIONS CALLED TO IAD AND APPROVED BY HQDA, ODCS, G-3. TRAVEL VOUCHER WILL BE SUBMITTED WITHIN 5 DAYS FOLLOWING COMPLETION OF TRAVEL. C. IN AND AROUND POV TRAVEL, IF APPROVED BY THE ORDER-ISSUING OFFICIAL, IS LIMITED AS FOLLOWS: On-Post Lodging: 18 miles per day (12 miles for classeson/after 2 June 03) Off-Post Lodging: 38 miles per day							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) STEWART P. LITTLE, SFC, USA, ADMIN NCO				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) LOUISE MCDUFFIE, LTC, XO			
AUTHORIZATION							
19. ACCOUNTING CITATION							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) COL JOHN Q. DRAFT, COMMANDING						21. DATE ISSUED (YYYYMMDD) 20030120	
						22. TRAVEL ORDER NUMBER	